

The American Correctional Association (ACA) located in Alexandria, Virginia, is seeking an Executive Director who serves as the chief operating officer and secretary for the association. The job description follows. All applications must include the following: a copy of your resume or vitae; three or more professional references with contact information; and a three-page document on “why select me” for this position based on the job description and your professional experience. Interested applicants may apply by mailing a physical copy of the required documents to the American Correctional Association, Attn: Executive Office, 206 North Washington Street, Suite 200, Alexandria, VA 22314. Salary and benefits are negotiable. All applications must be received **on or before February 11, 2022**. Incomplete applications will not be considered. When applying, please include your email address to acknowledge receipt of your application.

JOB DESCRIPTION

Position:	Executive Director
Department:	Executive Office
Supervisor:	Reports to Board of Governors
Employment Status:	Full-Time/Exempt/At-Will

Position Description:

Serves as the chief operating officer and secretary for the association. The major responsibilities of the position include: daily supervision of headquarters operations; leads and directs department directors; maintains consistent contact with President, Executive Committee and Board of Governors; jointly with President serves as spokesperson for the association; prepares an annual budget for the Board of Governors’ approval; selects, contracts and prepares sites for Summer, Winter Conferences, Congress of Correction, and Executive Committee meetings; oversees and administers the listed meetings; meets with domestic and international corrections heads; interfaces with federal, state, and local governments; applies for government/private grants and funding opportunities; maintains fiscal control of operations; facilitates and conducts public speaking at meetings, conferences, and other events; ability to verbally and in writing communicate in an excellent manner; ability to generate revenue for association operations; ability to interview prospective staff; ability to conceptualize and visualize the outcomes and/or products of official policies and actions; ability to establish a broad network of contacts among public and private officials. For additional Executive Director responsibilities. reference ACA’s Constitution & Bylaws (Article VII, Section 8)

Essential Job Functions:

Provides direction and control of the association; develops goals and objectives for the association; manages programs and operations; formulates and recommends policies and procedures; develops association annual budget; works closely with the Commission on Accreditation in Corrections, Standards Committee and Standards & Accreditation staff to ensure the Commission and Standards Committee goals are met; provides specific service support as described in approved grants; meets with senior governmental and correctional officials at local, state and federal levels to promote traditional and expected practices standards, accreditation,

grants and contracts; develops proposals for grant funding and creation and administration of two annual national conferences.

Position Requirements:

Education Bachelor's degree in relevant discipline, preferably in finance, business administration and/or criminal justice. Advanced degree a plus. In compliance with the American Society of Association Executives (ASAE) requirements for Certified Association Executive (CAE) must be completed within ASAE's timeframe guidelines.

Knowledge: ACA's Constitution & Bylaws (Article VII, Section 8); American Society of Association Executives (ASAE) requirements for Certified Association Executive (CAE); government structure and process(es). Must possess a broad knowledge of national correctional operations, including a thorough knowledge of traditional and expected practices standards, rules and regulations governing the administration of correctional agencies, guidelines for the administration and operation of correctional agencies, facilities, and personnel matters.

Skills: Incumbent must have strong oral and written communication skills; the ability to plan, organize and manage multiple projects. Strong problem solving and conflict resolution skills are essential in the following areas: new and revised traditional and expected practices correctional standards; accreditation procedures; personnel actions; seminar planning; auditing practices and written communications.

Relevant Experience: Must possess 5 years of demonstrated success in a senior management or executive position. Civil and/or criminal justice experience of three years or more preferred, but not required. Experience with establishing and leveraging a broad network of contacts among public and private officials. Must possess the personal experience and professional relationships to interact effectively with a wide client base including senior correctional officials, ACA officers and members, state, federal and local correctional administrators, and senior officials of public and private granting agencies.

Position Relationships:

Internal Association Operations: Serves as the principal ACA staff person in the area of national traditional and expected practices standards and accreditation. In this role, must work closely with members of the ACA Standards Committee, the Commission on Accreditation for Corrections, and the standards & accreditation department director. Collaborates with the Conventions & Advertising Director for successful creation and administration of two annual national conferences. In addition, works closely with all department directors in budget preparation, development, and coordination of association goals. Maintains a rapport with senior officials, correctional administrators, legislative bodies, the courts, law enforcement groups, professional associations, union organizations, inmate advocates and interacts regularly with representatives of national and local news and media.

Other Characteristics:

Budget: develops association annual budget for approval by the Board of Governors of the association.

Supervisory Responsibilities: Supervises the day-to-day activities of the Association under the general guidance of the Board of Governors of the association.

Other: Performs other related duties as required within the framework of the ACA Constitution and Bylaws. Makes recommendations to the Board of Governors regarding activities of association staff and office operations. Must have a valid and current passport. Travel is required.